

**CLASS TITLE: CHIEF EXECUTIVE OFFICER -
ELEANOR SLATER HOSPITAL**

**Class Code: 02508300
Pay Grade: 46A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Mental Health, Retardation and Hospitals, to be responsible for planning, policy formulation, regulatory compliance, JCAHO accreditation, budget development and fiscal operation, clinical practice, quality of care, physical plant, community relations and interagency liaison, and overall executive management of a large public hospital; to convene and preside over the hospital's governing body in the absence of or as the director's designee; to have ultimate responsibility for pharmacy services both within the hospital and state-wide; to provide the leadership, direction and executive judgement necessary to carry out these duties; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Director of the Department of Mental Health, Retardation and Hospitals with wide latitude for the exercise of independent judgement; work is subject to review through consultations and submitted reports for conformance to laws, policies, rules and regulations, JCAHO requirements, and departmental objectives.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical and support staff; directly supervises the Hospital's Chief Operating Officer and Chief of Medical Staff and Clinical Services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Mental Health, Retardation and Hospitals, to be responsible for planning, policy formulation, regulatory compliance, JCAHO accreditation, budget development and fiscal operations, clinical practice, quality of care, physical plant, community relations and interagency liaison, and overall executive management of a large public hospital.

To convene and preside over the hospital's governing body in the Director's absence, or as the Director's designee.

To be ultimately responsible for Pharmacy Services, both within the hospital and state-wide.

To assure the highest quality patient care in a variety of programs and settings.

To ensure compliance with JCAHO standards and a variety of laws, regulations, policies and procedures relating to hospital certification and operation; to periodically assess conformance with accreditation and certification standards and to institute corrective action necessary to maximize standards conformance.

To initiate and oversee both long and short-range planning.

To develop and submit state budget requests on behalf of the hospital, and to ensure the effective and efficient use of all fiscal resources.

To take a leadership role in the development and implementation of capital programs.

To establish policies and ensure that the physical plant, clinical operations and staffing and staff capabilities are responsive to changing patient care needs and overall operating environment.

To be responsible for the continuous evaluation of hospital management and administration and determine the effectiveness of policies, procedures and methods.

To coordinate delivery of hospital services with municipal, state, federal and private agencies.

To work closely with area colleges and universities for purposes of improving professional service delivery and enhancing clinical service needs for the hospital's population.

To represent the Director of the department in professional or technical meetings and to serve as his/her representative, as requested, on intra- and interdepartmental committees.

To review Federal and State statutes and regulations as they affect hospital programs, finances, and operations.

To work closely with the Department's Division of Management and Support Services.

To work closely with the Department's Division of Mental Health and with the community mental health system.

To meet periodically with the public, legislators and other professionals to provide information and help to promote the mission, goals and objectives of the hospital and the department.

To communicate and to work closely with advisory committees which have been established to assist with policy development, program oversight, grant application review and implementation and legislative oversight, and other ad hoc committees that might be established.

To ensure that all necessary management information systems are in place and operational.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of Rhode Island's Hospital and Rehabilitative System and broad experience dealing with the issues and policies associated with the delivery of a public service; extensive knowledge of acute, long-term care and psychiatric hospital populations, services and operations; extensive experience dealing with commissions, boards, state agencies and private proprietary and not-for-profit groups; an effective working knowledge of local, state and federal governments and their interrelationships; a working knowledge of techniques and principles of public and hospital administration; a thorough knowledge of the clinical aspects of the populations served by the hospital; the ability to integrate and coordinate effectively the various programs and facilities under the CEO's direction; a thorough knowledge of the organization of Rhode Island state government and the functions of its state departments and agencies; the ability to analyze problems and to systematically develop solutions; the ability to work creatively and independently; the ability to establish and maintain effective working relationships with state employees, community groups, officials and the public at large; the ability to mold and lead a management team within the hospital; the ability to manage an efficient and effective fiscal program; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Master's Degree with specialization in Public Administration, Community Organization or Hospital Administration.

Experience: Such as may have been gained through: extensive employment in an administrative position responsible for planning, developing, implementing and evaluating long-term hospital and rehabilitative services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: 11/27/1994

Editorial Review: 3/15/03